

SAM II HR/Payroll
Deduction and Benefit Plan Effective Dating
Optional Life Insurance

	OPTIONAL LIFE INSURANCE COVERAGE - First Pay Period in Month			EFFECTIVE DATING EXAMPLES				
	EMPLOYEE START DATE	BENEFIT - DEDUCTION	COVERAGE	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS
Descrip- tion	Any Month 1st - 15th	<u>MISC</u> Coverage is effective w/ employee's start date. Premiums are paid in the month of coverage according to pay <u>period</u> .	<u>Current Month</u> Effective with the employee's appointment date. Deduction is taken from the check for the pay period for which the employee is covered	<u>MISC</u> - Eff w/ employee's start date and expiration date of 12/31/01. 1st deduction will be for 1/2 of the current month's coverage.	Normal deduction to be 1/2 of the monthly premium.	Normal deduction to be 1/2 of the monthly premium.	Normal deduction to be 1/2 of the monthly premium.	Normal deduction to be 1/2 of the monthly premium.
Example	05/03/2001	<u>MISC</u> Monthly Premium \$20 Effec. 5/3/01	May Coverage	<u>Check Date May 31, 2001</u> MISC - Eff 5/3/01 \$10 w/ Expire Date 12/31/01 for 1st half of May coverage.	<u>Check Date June 15, 2001</u> \$10 deduction for 2nd half of May coverage	<u>Check Date June 30, 2001</u> \$10 deduction for 1st half of June coverage.	<u>Check Date July 15, 2001</u> \$10 deduction for 2nd half of June coverage.	<u>Check Date July 31, 2001</u> \$10 deduction for 1st half of July coverage.

	OPTIONAL LIFE INSURANCE COVERAGE - Second Pay Period in Month			EFFECTIVE DATING EXAMPLES				
	EMPLOYEE START DATE	BENEFIT - DEDUCTION	COVERAGE	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS	PAY DATE AND ACTIONS
Descrip- tion	Any Month 16th - 30th or 16th - 31st	<u>MISC</u> Coverage is effective w/ employee's start date. Premiums are paid in the month of coverage according to pay <u>period</u> .	<u>MISC</u> Effective with the employee's appointment date. Deduction is taken from the check for the pay period for which the employee is covered	<u>MISC</u> Eff w/ Emp. Start Date to establish deduction and expiration date of 12-31.	Normal deduction to be 1/2 of the monthly premium.	Normal deduction to be 1/2 of the monthly premium.	Normal deduction to be 1/2 of the monthly premium.	
Example	05/17/2001	<u>MISC</u> Monthly Premium \$20 Eff. 5/17/01 Coverage is effective w/ employee's start date. Premiums are paid in the month of coverage.	May Coverage	<u>Check Date June 15, 2001</u> \$10 deduction for 2nd half of May coverage. Wasn't employed during 1st half of month.	<u>Check Date June 30, 2001</u> \$10 deduction for 1st half of June coverage.	<u>Check Date July 15, 2001</u> Will have \$10 deduction for 2nd half of June coverage.	<u>Check Date July 31, 2001</u> Will have \$10 deduction for 1st half of July coverage.	Deduction Help.xls Optional Life 02/14/2002